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Document 7

How School Staff Can Access and Use the Student Practice Area

(NOTE-THIS IS A DEMO AREA FOR STAFF PRACTICE AND WILL NOT SUFFICE FOR STUDENTS' USE TO MEET THE ELIGIBILITY REQUIREMENT FOR PRACTICE AREA USE- (For student practice, see What Steps Teachers Must Follow in Preparation for CATS Online?).

It is very important that teachers or others who are supporting students during the CATS Online Assessment have entered and familiarized themselves with the Student Practice Area prior to the real assessment. This will save crucial time when students ask for assistance during the live assessment or when the student is learning to use the Practice Area.

It is recommended that all school staff who may have a role in assisting students during the CATS Online Assessment take the following steps to learn how to use the Online Assessment Tool:

Step 1. Start your textreader or screenreader program.

Step 2. Access the Practice Area by logging in at: <http://aat.ecollege.com/>. At the login screen, type in one of the following Login IDs and hit "Enter Tool":

Grade	Login ID
4	g04st2161
5	g05st9398
7	g07st9567
8	g08st4057
10	g10st7314
11	g11st6974
12	g12st1215

This will take you to the sample questions that go with the grade level Login ID selected. It is suggested that school staff log in to each of the grades that corresponds to the grades of participating students in their class or school. Viewing the different grades will also allow you to see different kinds of student accommodation profiles. Accommodation profiles are set by the teacher based on individual student need. After you enter the selected Login ID, you will be taken to the Practice Area Main Menu. The first choice listed will be "Enter the Practice Area", but it is suggested you go to "Set Your Preferences" (step 3) before entering the Practice Area.

Step 3. Setting student preferences- Go to "Set Your Preferences" to see the different options students will have on font size, type and color for questions and answers. This

will help you to think about which ones might be best suited to particular students when they set their preferences prior to use of CATS Online.

Step 4. View the HELP Information- By viewing the Help Information you will see how textreaders or screenreaders can be utilized most efficiently when reading the questions or providing responses. This section will also explain the purpose of the different icons on the assessment site and has detailed examples of the different options available in the Accommodation Profile created for each student.

Step 5. Enter the practice area and use your textreader or screenreader- Check yourself on doing the following:

- a) Try listening to Question and Answer text using text and/or screenreaders
- b) Use navigation links to move around the Question and Answer page (Page Nav will be required for screenreader use by students with visual disabilities-Preview with grade 5 or 12 login.)
- c) Use the links to the alternative text for images to read more about images (Requires Alt Text being turned on in the Accommodations Profiles for students with screenreaders or those with cues/prompts on their IEPs as accommodations-Preview with grade 5 or 11 login.)
- d) Use the back and forward arrows to move between questions
- e) Try responding to questions
- f) Try moving to different questions using the dropdown boxes

Step 6. Repeat steps 1-5 until you feel comfortable with each step.